



Loudoun County, Virginia

Department of Management and Financial Services
Division of Procurement, MSC #41C
1 Harrison Street, SE, 4th Floor
Leesburg, Virginia 20175

March 7, 2011

NOTICE TO OFFERORS

ADDENDUM NO. 1

QQ-01639

The following changes and/or additions shall be made to the original Invitation For Bid No. QQ-01639, PRINTING SERVICES (LETTERHEADS, ENVELOPES & BUSINESS CARDS). Please acknowledge receipt of this addendum by signing and returning with your proposal.

1. Questions and answers regarding the IFB are attached.

Prepared By: Kellington (Kelly) Bodden, CPPB

Date: March 7, 2011

Acknowledged By: _____

Date: _____

Questions and Answers:

Q1: Can I request the expected annual or estimated annual print quantities for each item? Or, the historical print requests for the previous contract?

A1: The quantities listed in the solicitation are the annual estimated print quantities. As for the historical print requests for the previous contract see the following:

1. #9 envelopes, formal – 40 boxes
2. #9 envelopes, formal, window – 0 boxes
3. #9 envelopes, informal – 130 boxes
4. #9 envelopes, informal, window – 0 boxes
5. #10 envelopes, formal – 10 boxes
6. #10 envelopes, formal, window – 22 boxes
7. #10 envelopes, informal – 75 boxes
8. #10 envelopes, informal, window – 294 boxes
9. Formal letterhead – 9 boxes
10. Informal letterhead – 1 box
11. Flat sheets – 1,700 boxes (not on solicitation)
12. Business Cards – 196 boxes

Q2: My company only does design and layout. Would I be given the same consideration as a contractor who did not have to subcontract?

A2: Yes, as long you complete the pricing page (attachment I) in its entirety along with submitting the other required documentation on the Bid Forms page. Whatever arrangement you need to make to submit the most competitive bid possible is completely at your discretion. Please be reference Section 6.24 in the solicitation for more details on paying subcontractors.

Q3: Is it possible to get artwork, or scanned samples of the business cards, envelopes, and letter head, for this bid?

A3: Yes. See the page at the end of the document.

Q4: Is all to be 30% recycled, or did you want pricing on both regular and recycled?

A4: The pricing on the paper is specified per item. Please complete your bid on Attachment I – pricing page exactly how it is specified in Section 4.0.

Q5: Would you have an idea about the frequency of these orders? Is this an on-demand fulfillment of these products?

A5: Section 1.0 of the solicitation in the third paragraph states: *“These quantities WILL NOT be ordered at one time. Orders will be placed by individual departments on an “as needed” basis, in small quantities (i.e., one (1) to three (3) boxes per order) throughout the year.”*



Loudoun County, Virginia
www.loudoun.gov

LETTER HEAD

Office of the County Attorney
1 Harrison Street, S.E., 5th Floor, MSC #06, Leesburg VA 20175-3102
703/777-0307 • Fax 703/771-5025



Loudoun County, Virginia

Office of the County Attorney
1 Harrison Street, S.E., 5th Floor, MSC# 06
Leesburg, VA 20175-3102

ENVELOPE

ADDRESS SERVICE REQUESTED

printed on recycled paper



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Department of Management & Financial Services
Division of Procurement

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Contracting Officer

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MSC #41C
1 Harrison Street, S.E., 4th Floor
Leesburg, VA 20175

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Business CARD

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